

Huntingburg Heritage, Inc.  
Huntingburg Herbstfest  
**Food Truck Application**

*Complete the form below to reserve a position for your food truck at the Huntingburg Herbstfest beginning Thursday, September 21, 2023 through Sunday, September 24, 2023. Please have your application mailed to us by August 1, 2023. If you would like your booth information to be printed in the Herbstfest brochure, please have your application turned in by July 14, 2023.*

Food Truck Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please give a brief description of your food items:**

- If you do not wish to have your food truck at the Herbstfest for the entire weekend, you may pick one or two days to reserve a spot for your business. You must remain open during the fest hours on whichever day(s) you choose. Please indicate which day(s) you would like to reserve a spot:
  - Thursday (5 pm - 9 pm)
  - Friday (5 pm - 11 pm)
  - Saturday (11 am - 11 pm)
  - All three days

(Please note that the Herbstfest reserves the right to refuse an application if it duplicates the main item or activity of an existing vendor. Therefore, it is imperative that you be very specific when completing your application and returning it to the address below as soon as possible. Thanks!)

Mail checks payable to: Huntingburg Heritage, Inc.

**\*\*\*APPLICATION MUST BE RETURNED BY July 14<sup>th</sup> IF YOU WANT TO BE PUBLISHED IN THE HERBSTFEST FLYER\*\*\***

Huntingburg Herbstfest Committee  
Booth Applications  
P.O. Box 84  
Huntingburg, IN 47542-0084

## ***Huntingburg Herbstfest Booth/Food Truck Regulations***

- 1. Dates:** September 21-23, 2023
- 2. Hours:** Thursday: 5:00 pm – 9:00 pm  
Friday: 5:00 pm – 11:00 pm  
Saturday: 11:00 am – 11:00 pm
- 3. Set-up and Tear-Down:** Set-up may begin on Monday September 18<sup>th</sup> and **MUST** be complete by 3:00 pm Wednesday September 20<sup>th</sup>. Tear-down may begin on Sunday September 24<sup>th</sup> after the parade has ended and out of the park.
- 4. Distribution of receipts:** These monies are used to provide entertainment, advertising, supplies, etc. Make all checks payable to: Huntingburg Heritage Inc., P.O. Box 84, Huntingburg, IN 47542.
  - **Profit booths:** 15% of each food truck's **GROSS INCOME** is to be paid to the Herbstfest no later than October 31, 2023.
- 5. Electricity:** Electricity up to the food truck will be provided. Each food truck must be prewired with a 220/110 volt fused or circuit breaker panel that will service your own electrical needs. Any additional electrical requests or requirements will be at your own expense.
- 6. Rubbish & Trash Removal:** All food trucks are responsible for the removal of rubbish and trash from inside their food truck each night. A trash box will be provided for the front of each food truck each night. Each food truck must supply their own trash containers for inside their own food truck.
- 7. Insurance:** If insurance against loss of any nature is desired, it is to be obtained and carried by the exhibitor. The Herbstfest insurance policy does not cover your organization or food truck.
- 8. No Soliciting Through the Crowd Will Be Permitted.**
- 9. Fire extinguishers and propane tanks:** **ALL FOOD TRUCKS ARE REQUIRED** to have an extinguisher (must be 2A 10BC). Deep frying food trucks must have a K rated fire extinguisher, for possible cooking or electrical fires. **All extinguishers must be mounted** (not on the floor) and have a properly dated inspection label. Propane (and any pressurized) tanks must be secured and placed outside the food trucks. The State Fire Marshall will be inspecting each booth to make sure that your booth is compliant.
- 10. First-Aid:** A standard first-aid kit must be in each food truck.
- 11. Food:** Duplication of items sold per booth/food truck is not permitted.
- 12. Supervision:** An adult must be present in all booths/food trucks during operating hours.
- 13. Fire Resistant Tarps:** All cooking booths/food trucks must have a fire-resistant tarp. Metal or tin roofing is allowed and preferred for deep frying items. The identification label must be attached to the tarp and visible. Cardboard is not permitted in the ceiling area of the booth.
- 14. Reminder:** Huntingburg City Park is a 100% **NON-SMOKING ZONE**. City enforced.

# *Huntingburg Herbstfest Booth/Food Truck Instructions & Information*

- ★ **Trailers/Trucks:** Parking trucks or trailers on the grass are by permission only. Any damage to the ground will be the responsibility of the individuals parking on the grass.
- ★ **Trash:** Each booth/food truck will be given one trash box to be placed in front of each booth/food truck. Each booth/food truck is responsible for removing their own trash from their own booth/food truck. Each booth/food truck will need to supply their own trash containers for inside the booth.
- ★ **Frying & Grilling:** If you are using a fryer or grill you will need to bring something to block guests from encountering them. (Example: Orange fencing.)
- ★ **Eligibility:** Booths/food trucks may not duplicate the main food item of another organization.
- ★ **Booth Size:** Maximum size is 12 feet by 12 feet with 4 feet (**mandatory by Fire Marshall**) between booths on either side.
- ★ **Set-Up:** Organizations/food trucks may begin set-up on Monday Sept. 18<sup>th</sup> and must be completely set-up by 3:00 pm Wednesday Sept. 20<sup>th</sup> for Fire Marshall inspection. Electrical Utility personnel will provide electricity to the booth panel. Review your electrical needs and be prepared to discuss these needs with the electrical department. Electrical issues need to be addressed and satisfactory before 12:00 pm on Wednesday. Booths must be removed from the park by Tuesday, September 26<sup>th</sup>.
- ★ **Operating Hours:** Thursday, September 21, 5:00 p.m. - 9:00 p.m.  
Friday, September 22, 5:00 p.m. — 11:00 pm  
Saturday, September 23, 11:00 a.m. — 11:00 pm.  

Booths/food trucks must remain open during all Herbstfest hours
- ★ **Identification:** Each stand/food truck must have at least one four-foot identification sign showing the name of the organization displayed on the front of the booth above the serving counter. Please make it a nice, readable, quality sign.
- ★ **Sanitation:** Grease must be removed from the park and disposed of properly. No dumping of water on the ground or grass area is allowed!
- ★ **Parking:** No special parking is provided. Handicap spaces are reserved for specifically identified handicap vehicles. Delivery vehicles must vacate the midway area **prior to opening times**. One lane of traffic must be **always kept open** in the midway. If unloading to set-up, remove supplies then move vehicles **immediately** to allow others through the park.
- ★ **Charges and Fees:** Minimum NON-REFUNDABLE booth fee is \$50.00. 15% of GROSS REVENUE is to be submitted to Huntingburg Heritage, Inc. by October 31, 2023. A late fee of \$25.00 will be added if payment is not received by above date.

**Huntingburg Herbstfest  
Booth Financial Report**

Booth operators are required to pay a minimum **NON REFUNDABLE \$50.00 booth fee** when reserving a space. Fifteen percent of **GROSS REVENUE** during the Herbstfest shall be paid to Huntingburg Heritage before October 31, 2023. **A late fee of \$25.00 will be added for reports not sent in by the above date.** Your organization is required to record the amount of gross receipts on this form for each day. This is a recapitulation form and shall be turned in by the date indicated above with your remittance.

Booth/Food Truck Name \_\_\_\_\_

Filed By \_\_\_\_\_

Address \_\_\_\_\_

Phone #      Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

<b><u>Gross Revenue</u></b>	<b><u>Food &amp; Drink Revenue</u></b>	<b><u>Other Revenue</u></b>
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Thursday	_____	_____
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Friday	_____	_____
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Saturday	_____	_____
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Total Gross Revenue	_____	_____
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Total Combined (Food & Other) Gross Revenue	_____	
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Ten percent (15%) of Total Combined Revenue	_____	
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Balance due Huntingburg Heritage Inc.	_____	
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The financial report along with the payment (**check only**) must be received at the address below by October 31, 2023.

**Huntingburg Heritage, Inc.**  
**ATTENTION: FOOD BOOTHS**  
**P.O. Box 84**  
**Huntingburg, IN 47542-0084**